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DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON, DC 20350-2000

IN REPLY REFER TO  
OPNAVINST 4001.2  
OP-09BF  
3 APR 1991

OPNAV INSTRUCTION 4001.2

From: Chief of Naval Operations

Subj: OFFICE OF NAVAL RECORDS AND HISTORY FUND (ONRHF) POLICIES  
AND PROCEDURES

Ref: (a) SECNAVINST 4001.2F  
(b) OPNAVINST 4001.1B  
(c) NAVCOMPT Manual  
(d) SECNAVINST 7042.7H (NOTAL)

1. Purpose. To provide procedures for the administration and use of gifts of money deposited in the ONRHF, under references (a) through (d).

2. Background. The ONRHF was established by 10 U.S.C. Section 7222 as a trust fund into which all money received for the benefit of the Office of Naval Records and History, its collection or its services, is to be deposited. The Naval Historical Center is the successor to the Office of Naval Records and History.

3. Responsibilities

a. Processing gifts of money prior to formal acceptance. Upon receiving notice of a proposed gift, the Director, Navy Historical Center shall comply with the following:

(1) Acknowledge receipt of the offer and advise the prospective donor that the offer has been forwarded to the Secretary of the Navy (SECNAV) or Chief of Naval Operations (CNO) as appropriate. Checks should be made payable to the Department of the Navy.

(2) Transmit all money received prior to formal acceptance or rejection by NAVCOMPT Form 2277 to the Navy Regional Finance Center (NAVREGFINCEN) for deposit to the Budget Clearing Account (Suspense), Navy (17F3875) pending formal acceptance or rejection of the gift (under reference (c), paragraph 043147).



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b. Formal acceptance or rejection of gifts of money.

(1) The Director, Navy Historical Center shall forward correspondence relative to gifts of less than \$5,000 with a recommendation to the Assistant Vice Chief of Naval Operations for acceptance or rejection.

(2) Correspondence relative to gifts of \$5,000 to \$10,000 shall be forwarded with a recommendation to the Under Secretary of the Navy via CNO for acceptance or rejection.

(3) Correspondence relative to gifts in excess of \$10,000 shall be forwarded with a recommendation to SECNAV via CNO for acceptance or rejection.

(4) If rejected, the money will be refunded to the donor with charge to account 17F3875 (under reference (c), paragraph 043147). The Director, Navy Historical Center will prepare a NAVCOMPT Form 2277 to initiate this action.

(5) If accepted, the Director, Naval Historical Center will prepare a NAVCOMPT Form 2277 to transfer credit from 17F3875 to ONRHF receipt account 178008.1101. (See reference (c), paragraph 043147)

c. Processing of royalties from gifts previously accepted by SECNAV, such as proceeds from the sale of History of the United States Naval Operations in World War II.

(1) The Director, Naval Historical Center shall transmit royalty checks and statements by NAVCOMPT Form 2277 to NAVREGFINCEN for credit to the ONRHF (178008.1101).

d. Administration of the fund

(1) CNO (OP-09BF) is responsible for the ONRHF. The Receipt Accounts 178008.1101 (contributions to ONRHF) and 178008.1102 (interest on investments on ONRHF) must be appropriated, through the issuance of a Treasury warrant, before they are available for obligation and expenditure. Once appropriated, funds are transferred to the ONRHF account (17X8008.1101). (See reference (c), paragraph 068125)

(2) To appropriate the funds, the Defense Accounting and Finance Service-Washington Center (OP) (under reference (c), paragraph 068125) prepares a Journal voucher (NAVCOMPT Form 261) which charges the receipt accounts and credits 17X8008.1101. Copies

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of the form are forwarded to CNO and Comptroller of the Navy (NAVCOMPT). Annually the Treasury issues an Appropriation Warrant (Treasury Form 523) confirming the appropriation of the receipts.

(3) Upon the request of the Secretary of the Navy or designated representative, the Secretary of the Treasury may invest or reinvest all or any part of the funds deposited with the Treasury in securities of the United States or in securities guaranteed by the United States. Invested funds may not be appropriated until the securities have matured and the principal is cleared back to the ONRHF Receipt Account 17X8008.1101. Interest accrued from investments is deposited to ONRHF Receipt Account 178008.1102.

(4) Once appropriated, funds are allocated to CNO (see reference (c), paragraph 061101-4d). CNO issues an Allotment/Suballotment Authorization (NAVCOMPT Form 372) to Director, Naval Historical Center.

e. Authorized usage of funds

(1) The Director, Naval Historical Center is authorized to expend the funds for the benefit of the Naval Historical Center, its collection, and its services. Expenditures from the ONRHF may be made:

(a) to acquire, prepare and maintain for exhibition documents and items of historical significance; or

(b) to maintain and improve either the collection or services of the Center, including the assemblage and accumulation of related information.

(2) Where the intent of the donor is known, the funds will be expended under that intent, provided it is not in contravention with guidance set forth herein. Where the intent cannot be followed or is inconsistent with guidance above, the funds will be used to accomplish the intent in so far as possible in a manner consistent with guidance above or returned to the donor or his/her heirs as appropriate.

(3) Expenditures for entertainment must be approved by the Director, Naval Historical Center.

(a) The use of Official Representation Funds should be considered if the conditions prescribed in reference (d) are met.

(b) Expenditures for entertainment may not be approved unless the entertainment furthers the functions of the Center as set

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out in paragraph 3e(1) above, and these functions cannot be accomplished effectively without such entertainment.

(c) Expenditures for entertainment may not be approved where the primary purpose of the entertainment is to foster good will, cordial relations, or to reciprocate in kind hospitality extended by others.

f. Accounting for funds

(1) The Director, Naval Historical Center shall keep such records as will provide a control for efficient planning and management purposes. The prescribed accounting procedures apply fully to the related appropriation account.

(2) CNO (OP-09BF) will conduct annual reviews of the ONRHF accounting records to verify compliance with established procedures.

4. Action. Addressees shall comply with the policy and procedures set forth in this instruction.



R. M. WALSH

Assistant Vice Chief of Naval Operations

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